



M E M O R A N D U M

**To:** James Diaz , Cluster Manager  
Hanford Workforce Service Site 12655

**Date:** May 26, 2009

**File No.:** 74:5040:LR

**From:** Ernesto Magaña  
Employment Development Department

**Subject:** **MONITOR ADVOCATE OFFICE ON-SITE ANNUAL REVIEW  
PROGRAM YEAR 2008-2009  
HANFORD WORKFORCE SERVICE SITE  
FINAL MONITORING REPORT**

This Final Monitoring Report summarizes the results of the California Monitor Advocate Office's (MAO) Migrant and Seasonal Farmworkers (MSFWs) on-site annual review of the Hanford Workforce Service (WS) site. Lucy Ruelas, Associate Monitor Advocate, conducted this annual review on March 17-18, 2009. We focused our annual on-site review on the full range of employment services, benefits, and protections, including the full range of job and training referral services, counseling, and testing provided to MSFWs.

The MAO conducted this annual on-site review under the authority of all related Federal Regulation, including Title 20 of the Code of Federal Regulation (CFR), Chapter V, Parts 651, 653, and 658, applicable State laws, and Employment Development Department (EDD) JS policies and procedures. Specifically, Title 20 CFR, Part 653.108, requires the MAO to perform ongoing reviews of services provided by the EDD to MSFWs.

We collected information for this report by examining the Hanford WS site provision of services, job information sharing, job application taking process, outreach program operation, data collection, agricultural clearance order activity, and JS complaint system. Additionally, we interviewed the Hanford WS site management and staff.

Our annual monitoring review revealed the following finding:

**Finding:**

During the pre-site review analysis, we noted that the Hanford WS site did not meet the following equity indicators in its service to MSFWs as indicated in the February 2009 cumulative Indicators of Compliance Reports (IOC) which are generated by the Workforce Services Branch (WSB); Received Some Service, Referred to Jobs, and Job Development Contacts. The Job Service Policy and Procedures Manual defines agricultural workers as a special client group. The EDD policy states that EDD is committed to ensuring continuous equity of services to MSFWs who are a special client group.

During the on-site review, this observation was discussed with James Diaz, Hanford WS Site Cluster Manager, and Sofia Morales, Hanford WS Site Manager. A discussion was held regarding the change in the Attendance Reporting Unit (ARU) for the Hanford WS site which caused a change in the ARU numbering of the IOC Reports. We understand that the change in ARU numbering may have caused confusion in pulling the IOC Reports, nevertheless, it is the responsibility of each WS site to view the IOC Reports on a monthly basis to check the equity indicators to ensure that MSFWs receive continuous equity of services. It is also the responsibility of each WS site to communicate with the Reporting Unit of the WSB when facing difficulties in accessing the IOC reports or when the reports are questionable.

**Citation:**

20 CFR 653.101 and 109, and Job Service Reports Manual Page 11.

**Recommendation**

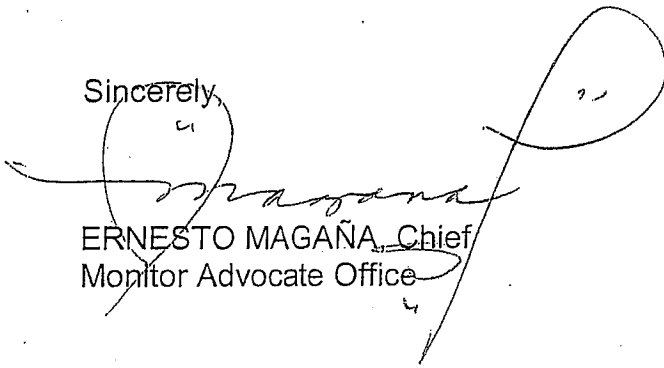
The MAO recommends that an effort be made to increase the number of Reportable Services, Referral to Jobs, and Job Development Contacts for MSFWs in order to meet the required equity levels.

James Diaz  
May 26, 2009  
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On April 8, 2009, we mailed you a Draft Monitoring Report providing you 15 days to submit your response to the finding. Because we did not receive a response by April 24, 2009, we hereby release this as the final report.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions, please contact Lucy Ruelas, Associate Monitor Advocate at (916) 654-6431.

Sincerely,



ERNESTO MAGAÑA, Chief  
Monitor Advocate Office

cc: Sofia Morales, Hanford WS site Manager  
Ray Vargas, Employment Development Administrator  
Geneva Robinson, Division Chief